

CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET
SACRAMENTO, CA 95814-5512
www.energy.ca.gov



California Annual Retail Fuel Establishment Form (CEC-A15) Mandatory Report

Retail Fuel Establishments:

The California Energy Commission (Energy Commission) uses the CEC-A15 to collect information on all retail fueling stations located in California. Each retail station operating in California must file a report annually.

Those responsible for filing this report include: refiners that own and operate retail stations, station lessees, independent station owners, unbranded station owners, convenience stores that sell fuel, hypermarts, cardlock facilities that have retail sales to end users, airports, marinas, truck stops, grocery stores that sell fuel, and any other type of outlet that sells fuel to retail level consumers. **A separate report must be filed for each Retail Fuel Establishment.**

For more information, please visit the Energy Commission website at: <http://www.energy.ca.gov/oil/piira/> or contact one of the individuals listed at the end of the cover letter. The form is attached and is also available on the website in Excel XLS format and Acrobat PDF format.

Please note the following:

- **There are NO FEES or TAXES associated with the California Retail Fuel Outlet Annual Report; however, this is a mandatory report as described in the Public Resources Code, sections 25358 and 25362. Failure to submit this report by February 28, 2008 may result in fines of up to \$2,000 per day for each day the report is not submitted past the due date. Please contact us if you need an extension on the February 28th due date.**
- **If you are not a Retail Fuel Establishment, (e.g. you do not sell fuel to the public), you are not required to report. Please let us know so we can remove your name from our mailing list.**
- **Retail Fuel Establishments that did not receive a letter are still required to submit this mandatory form. Therefore, if you own or manage more than one retail fuel establishment, you must submit a CEC-A15 for each establishment.**

The information below can be used as a guide to fill out the CEC-A15 form. Please complete all sections and mark “N/A” if it does not apply or information is not available. Please enter the following information on the form.

Facility Address Information: (items 1 – 6)

1. ***Facility Name*** – the name of the facility. For example: “Main St Gas.”
2. ***Brand Name*** – the brand name of the fuel sold at the facility. Enter “unbranded” if no brand is associated with the fuel. A list of “brands” includes the following: 7-Eleven, AM/PM, ARCO, Beacon, BP, Chevron, Citgo, Conoco, Exxon, Flying J, Golden Gate, Kwik Serv, Love’s Travel Stop, Mirastar, Mobil, Petro Stopping Center, Phillips 66, Pilot Travel Center, Quik Stop, Shell, Sunoco, Tesoro, Texaco. Ultramar, Union 76 / Unocal, USA, Valero.
3. ***Street # and name***- the street number and name for the facility (example: 123 Main St).
4. ***City and Zip code*** – the city and zip that the facility is located in.
5. ***County***- the county where the facility is located.
6. ***Facility Telephone Number*** – the telephone number for the facility.

Business/Mailing Address Information: (items 7 – 11)

7. ***Business Name*** – the name of the business that administers the facility. This may be the same as the facility name.
8. ***Street # and name*** – either the business address or mailing address if different from that of the facility address. This is the address where the Energy Commission may contact the facility owner in the future.
9. ***City and Zip code*** – the city and zip code for the business/ mailing address.
10. ***Business/Contact Name*** – the name of the person who can answer questions regarding the facility.
11. ***Business Telephone #*** – the telephone number for the business contact.

Annual Sales Volume Information: (item 12)

12. ***Annual Sales Volume*** – Report the number of gallons of each fuel product sold.
 - Sales volume should be reported as the total number of gallons of each product sold during the calendar year.

Underground Tank Information: (items 13 and 14)

13. ***Number of Underground Storage Tanks*** – Report the number of underground storage tanks by each product.
 - ***Split Tank:*** When a tank has two or more compartments of different products, treat each compartment as a separate tank. For example, if mid-grade and premium gasolines share a tank, report both products as if they had their own separate tank.
14. ***Underground Storage Tank Capacity*** – Report the total tank capacity for each product. For example, if there two tanks of regular gasoline with capacities of 5,000 and 10,000, report the capacity as the sum of both tanks: 15,000.

Above-ground Tank Information: (items 15 and 16)

- 15. Number of Above Ground Storage Tanks** – Report the number of above ground storage tanks by each product.
- 16. Above ground Storage Tank Capacity** – Report the total tank capacity for each product. For example, if there two tanks of regular gasoline with capacities of 5,000 and 10,000, report the capacity as the sum of both tanks: 15,000.

Mid-grade gasoline (89 octane) blended at the pump: (item 17)

- If your mid-grade gasoline is dispensed as a blend from regular and premium gasoline storage tanks, then check the “Yes” box. Otherwise check the “No” box.

Propane: (item 18)

- This is only for retail fuel establishments that have onsite storage for propane. This does not apply to cylinders exchanges such as Blue Rhino and Amerigas.

Facility Information: (items 19 – 21)**19. Ownership Designation:**

Check the ownership designation that applies to the facility.

- **Company Owned and Operated** – The facility is owned and operated by an oil company and is not franchised to any individual.
- **Franchisee/Leasee Operated** – The facility is “branded” and is neither a “company owned and operated” nor an “independently owned and operated” facility.
- **Independently Owned and Operated** – An “unbranded” facility.

20. Operational Designation:

- Check the operational designation that applies to the facility. Please check only one.

21. Months in Operation:

- Enter the number of months the facility was in operation for the calendar year.

22. Normal Hours of Operation:

- Enter the normal business hours of the facility.

23. Business Amenity Information:

Check any amenities that the facility has. Please check all that apply.

The form is due on February 28, 2007. It may be submitted by any one of the following methods:

- Email: piira@energy.state.ca.us
- Fax: (916) 654-4753
- Mail: Attn: PIIRA Reporting Unit
California Energy Commission
1516 Ninth Street, MS 41
Sacramento, CA 95814

If you have difficulty completing the form or have other questions, please contact the following Energy Commission staff:

- Paul Deaver pdeaver@energy.state.ca.us (916) 651-0313
- Keith O'Brien kobrien@energy.state.ca.us (916) 651-9080
- Clint Lowell clowell@energy.state.ca.us (916) 654-4554
- Cam-Giang Nguyen cnguyen@energy.state.ca.us (916) 654-4161
- Irene Salazar isalazar@energy.state.ca.us (916) 657-4046